

**DELAWARE DEPARTMENT OF JUSTICE  
CASUAL/SEASONAL JOB OPENING**

***This is a Casual/Seasonal position (37.5 hours per week) without benefits. Pay will be commensurate with experience.***

**Opening Date: December 4, 2017   Closing Date: December 11, 2017**

**CASUAL/SEASONAL PARALEGAL  
Misdemeanor Trial Unit  
(Court of Common Pleas), Criminal Division, Sussex County**

**Job Responsibilities and Duties:**

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Misdemeanor Trial Unit, Criminal Division, in Sussex County for Driving Under the Influence ("DUI") cases and other traffic matters. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for the trial of DUI cases. The Misdemeanor Trial Unit is a high volume Unit in which DAGs decide what cases should be prosecuted, which should plead out, what specific plea offers should be on a case by case basis, which cases should be resolved by a trial, and try the ones that are not otherwise resolved. This position is DUI and traffic offense specific, and requires contact with police agencies to obtain documents necessary to prepare for trial. This position will also be responsible for intaking Vehicular Assault Second Degree cases, which are misdemeanors, but prosecuted in Superior Court. This entails meeting with the arresting officers, creating the prosecution file, gathering necessary documents and criminal histories, gathering medical records and any other evidence needed for prosecution. This position also requires monthly reporting on activities.

**Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**